COURSE CALENDAR DESCRIPTION

Provides a grounding in a variety of financial, legal and contractual aspects of professional theatre in Canada, as well as the current structure and practice of theatre management. Prerequisite: Fourth-year standing required or permission of the Instructor. Note: FA/THEA 3150 or FA/THEA 4150 is required of all graduating theatre majors.

SPECIAL FEATURES

Course Director: Aaron Kelly Office: CFT 327 Course consultation hours: Remote by appointment Zoom or phone E-Mail: akelly1@yorku.ca Class time: Mondays, 08.30 – 11.20 Location: Remote Delivery Course Description This course is pragmatic and intended to be of use to all new theatre professionals. It will prepare the student with a basic understanding of the business of being a professional theatre artist or worker. It will delivered be in a lecture format. There are several assignments, all culminating in each student being as prepared as possible to enter the business of theatre. This course will be held remotely in the fall term. Depending on the topic and material, remote course content will be delivered synchronously and/or asynchronously. There will be synchronous class meetings scheduled weekly during the normal scheduled lecture period. Synchronous Lecture Schedule Mondays 8:30-11:20am. Please consult moodle for weekly updates. Requirements Synchronous meetings will be held during scheduled class time (Toronto time) on Zoom and/or MS Teams. You will need access to a computer, tablet, or phone with video conferencing capabilities. Asynchronous content will be delivered through moodle and may include streamed Video and downloadable content. Required Texts: • Rossol, Monona. The Artist’s Complete Health and Safety Guide. Allworth Press. Any edition. You should still have your copy from 1st year! • Revised Statutes of Ontario. Occupational Health and Safety Act and WHMIS Regulation. 2006 *Available online • Safety Guidelines for the Live Performance Industry in Ontario: 3rd Edition –August 2005, Queen’s Printer for Ontario. ISBN: 0777860457 *Available online Department Of Theatre Course Outline Theatre Career Management Course Outline THEA4150 2 | Page Recommended Texts: • The Actor's Survival Kit, Messaline, Peter and Newhouse, Miriam, 1999. Paperback. ISBN: 088924278X • The Agent’s Book, Messaline, Peter. AMIS. ISBN: 096824954X • Tax Kit 2000+, Messaline, Peter and Newhouse, Miriam. • The Canadian Theatre Agreement Material Terms: 2015-2018, PACT and CAEA. • The Canadian Theatre Agreement Minimum Fees and Other Monetary Amounts: 2015-2019, PACT and CAEA. *Available online • 2017-2022 PACT-ADC Agreement. *Available online • The Theatre Listing, PACT. Grading You should consider this course a professional preparation experience. All interactions, in all forms and across all media should be as professional as possible. You should treat all communication with anyone in our course as if you were
communicating with your employer, co-workers, or employees. One day soon and for the rest of your career you might be working for me, I might be working for you, we might be working together, that is the nature of our business. Students will be graded on the following assignments and criteria: 1. WHMIS I online course 05% 2. Five-year plan 10% 3. Five arts organizations for which you’d like to work 10% 4. Answer 2 ads on Work in Culture 10% 5. Bio/interview of recent grad 10% 6. Tax Form Assignment 20% 7. A Portfolio 25% 8. Participation and professionalism 10% For more details on assignments please consult the Moodle site for this course. Academic Policies / Information Last date to drop a fall term (F) course without receiving a grade: November 6, 2020 The Senate Academic Standards, Curriculum and Pedagogy Committee (ASCP) provides a Student Information Sheet that includes: York’s Academic Honesty Policy and Procedures / Academic Integrity Web site • Access/Disability Failure to attend classes will result in either academic penalty or a request that the student withdraw from the course. Essential information about the assignments is shared in the lecture. If you don’t attend class, your assignments, and by extension, your grades will reflect it. Course Outline THEA4150 3 | Page • Ethics Review Process for Research Involving Human Participants • Religious Observance Accommodation • Student Code of Conduct Additional information: • Academic Accommodation for Students with Disabilities • Grading Scheme and Feedback Policy The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade. • Important University Sessional Dates (you will find classes and exams start/end dates, reading-co-curricular week, add/drop deadlines, holidays, University closings and more. http://www.registrar.yorku.ca/enrol/dates/index.htm • Manage my Academic record http://myacademicrecord.students.yorku.ca/ • "20% Rule" No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms. Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles. IMPORTANT INFORMATION FOR STUDENTS A Note on Challenging Content One of the central educational goals of the Theatre Department is to produce socially conscious artists — artists who are aware of and capable of participating in challenging dialogues about social injustice and inequality. This means that our courses, public events, and productions often grapple with difficult subject matter, including sex, violence, terror, and illness (among other topics). While these presentations will no doubt provoke strong emotions and cause discomfort, we feel that the diverse experiences they promote are also essential to the development of our students’ critical faculties, empathy, and understanding of the world. Rather than warning our students in advance about every potentially uncomfortable topic that they might encounter in the course of their studies, we instead encourage students to meet them head on in the classroom, in rehearsals, and performances, and to engage in civil and compassionate debate about the possibilities and effects of staging difficult knowledge. If you require an accommodation related to your participation in Theatre experiences, please ensure that you share relevant documentation with your course director. Academic Accommodation for Students with Disabilities ** The Key Points of York’s Policy on Academic Honesty ** Course Outline THEA4150 4 | Page York's Senate Policy on Academic Honesty affirms and clarifies the general obligation for all members of the University to maintain the highest standards of academic honesty. In particular, the policy: • Recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of students to be mindful of and abide by such standards; • Defines the types of conduct that are regarded as offences against the standards of academic honesty, including plagiarism, cheating, impersonation, and other forms of academic misconduct; • Defines the penalties that can be imposed on a student who is found to have committed plagiarism or any other form of academic misconduct; • Outlines the procedures for dealing with students who are accused of violating the Senate Policy on Academic Honesty. **Note: a lack of familiarity with the Senate Policy cannot be used as a defence by those accused of academic misconduct. Range of Penalties for Plagiarism When verified, violations of academic honesty may lead to the following penalties – imposed singly or in combination depending on the severity of the offence: • Written disciplinary warning or reprimand • Required completion of an academic honesty assignment • Make-up assignment, examination or rewriting a work, subject to a lowered grade • Lower grade on the assignment, examination or work • Lower grade in the course • Failure in the course • Permanent grade of record • Notation on transcript • Suspension from the University • Expulsion from the University • Withholding or rescinding a York degree, diploma or certificate If the offence is a second or subsequent one for the student, or is in combination with another offence, the Senate
individual's responsibility to take care of their own property. Under no circumstances will the School incur belongings that are left in studios, classrooms, storage areas or any other space within the School. It is each will not be held responsible for the loss, damage or theft of personal equipment or any other personal EQUIPMENT AND BELONGINGS: The School of Arts, Media, Performance & Design at York University various areas of interest. POLICY REGARDING LOSS, DAMAGE AND THEFT OF PERSONAL at the end of the first year, there is a selection process (either by audition or interview) to proceed into the Theatre students, and offers courses in Acting, Production/Design and Performance Creation & Research. At accepted into the Department of Theatre in the School of the Arts, Media, Performance and Design (AMPD) (Y) course without receiving a grade: February 5, 2021 DEGREE STATUS – BA AND BFA: All students http://myacademicrecord.students.yorku.ca/ Course Outline THEA4150 6 | Page University closings and more. DISPUTES: The following steps are the steps to be taken in the event of unresolved issues within the class: - If your class information. You shouldn't ever feel guilty or be made to feel guilty about reporting a problem! GENDER HARASSMENT: Gender harassment consists of derogatory or degrading remarks directed towards members of one gender or sexual preference group. These are most often directed at a woman, women in general, or homosexuals. Gender harassment is definitely sexual harassment. If you feel that sexual harassment may have occurred, speak to the teacher, the class rep, your faculty advisor, or to the Centre for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca As well as physical contact, there is also psychological contact and gender harassment. Sexual harassment can occur with no physical contact at all; psychological contact can therefore be a more difficult area to ascertain than physical contact since it involves words, intonations or body language. Theatre training must deal with sex. For example, some of the discussions needed in acting classes are of a sexually explicit nature. There is no way for students to fully explore the nature of acting without being honest, to some level, with their personal lives. Gender harassment awareness and resources information is available on the York website and we encourage you to also carefully review this information. You shouldn't ever feel guilty or be made to feel guilty about reporting a problem! DISPUTES: The following steps are the steps to be taken in the event of unresolved issues within the class: - If your class has a tutorial leader or studio instructor, speak to your instructor first. - If unresolved, speak to the Course Director. - If unresolved, contact the Chair of the Department at thechair@yorku.ca. IMPORTANT UNIVERSITY SESSIONAL DATES (where you will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, holidays, University closings and more. http://www.registrar.yorku.ca/enrol/dates/index.htm Manage my Academic record http://myacademicrecord.students.yorku.ca/ Course Outline THEA4150 6 | Page University will not be held responsible for the loss, damage or theft of personal equipment or any other personal belongings that are left in studios, classrooms, storage areas or any other space within the School. It is each individual’s responsibility to take care of their own property. Under no circumstances will the School incur
liability for loss, damage or theft of such property. Please take all reasonable measures to protect your personal belongings. If you do experience loss, damage or theft of personal property, please report it immediately to the Department of Security Services at (416) 736-5333 or extension 33333 from any University phone. ROOM BOOKING POLICY: Rehearsals for mainstage productions take precedence when assigning rooms, followed by faculty assigned work. Personal projects, including playGround, will be considered only if space allows. First-year Theatre majors are not eligible to book studios. Adopt professional standards by agreeing on a rehearsal schedule with group members and by having one group member do the arranging of the space in advance. Please ensure that the floors and walls are clean. All garbage must be removed. Please treat the studios with respect. The studios are available only within the following hours: Mon-Fri 8:00am-10:00pm and Sat-Sun 10:00am-6:00pm All spaces must be booked one week in advance and will be accepted only until 4:00pm on Thursday the previous week. Requests will be confirmed Friday by 4:00pm. Requests must be sent by e-mail only to rehearse@yorku.ca Include your full name, student ID, program, brief explanation of what the space will be used for and what kind of space you need (studio / classroom / big / small). Requests must be submitted each week for a room unless special arrangements have been made. You cannot “claim” a space by writing in your name or the course name in an empty slot on the weekly schedules posted outside each space (exception – Light Lab CFT 153). Spaces must be returned to neutral at the end of each booking session. There will be a picture of what “neutral” is in each studio. The sign-off sheet must be checked and signed at the end of your studio time. If you enter a space and find it not “neutral”, please e-mail rehearse@yorku.ca. Course Outline THEA4150 7 | Page Anything left behind in the spaces after your booking will be thrown out. Procedures for use of studios after-hours: These procedures are designed to enhance the safety of authorized students when working alone in one of our studios after-hours - Monday through Friday from 11:00pm to 6:30am, and Saturday/Sunday from 10:00pm to 8:00am. An After-Hours Use form will be completed and emailed to University Security at: scc@yorku.ca: Be advised of the University’s emergency protocols (e.g. contact 911 in the event of a life threatening situation) and University Security’s urgent number (416.736.5333); Contact University Security non-urgent number - 416.650.8000 - upon arrival and departure. SITE-SPECIFIC PROJECTS: All site-specific theatre projects anywhere on campus must be cleared by the course director, York University’s Security Services, and the department or governing body of the proposed site. This request should be made in writing at least three weeks in advance of the date required. All public spaces on Campus require contact with the Office of Temporary Use of University Space - http://tuus.info.yorku.ca/space-room-reservations-forms/ The course director will also need to complete a “Temporary Use of University Space Application and Notification Form” and submit it two weeks in advance of the date required. For ALL site specific work, the course director must send the request to security@yorku.ca outlining where and when the work is to take place. Please note: at no time shall any form of replica, prop, or real weapon (handguns, rifles, shotguns, swords, daggers, knives, etc) be used in any site specific work.

Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.
Moodle @ York University